

# Robert Jolley

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*Business & Law graduate currently looking to secure a traineeship. I have experience working within marketing, as well as procurement. I have passed all 8 FE-1 exams and am currently working as Legal Review Analyst.*

## Education

### **University College Dublin**

**2013 – 2017**

BA (Hons) Business and Law

Second Class Honours Higher Level (2.1)

GPA (3.32)

### **Dublin City University**

**2012 – 2013**

BSc in Athletic Therapy and Training

### **St.Laurence College, Co. Dublin**

**2011 – 2012**

Repeat Leaving Certificate: 525 points

- English A2 / Biology A2 / Geography A2 / Art A2 / Business B1 / History B2

### **University College Dublin**

**2010 – 2011**

BA (Hons) Arts

### **Blackrock College, Co. Dublin**

**2005 – 2010**

## Work Experience

### **A&L Goodbody, Dublin – *Legal Review Analyst***

**June 2021 – Present**

- Preparing e-briefs for fee-earners using Bundledocs platform.
- Reviewing large scale documents on Relativity One platform.
- Redacting third party, privileged and commercially sensitive information from documents.
- Compiling and managing large case files using High Q platform.
- Various pro bono work and ad hoc tasks.

- As sole auditor for the Leinster and Northern Ireland region, my role involved a great deal of travel every day with audits conducted on-site. Towards the end of my time, I also audited the regions of Kerry and South Cork.
- Audited client's monthly invoices to assess possible savings in purchases.
- Work was conducted on-site with access to client's files. Thus, the job entailed handling sensitive documents and establishing trust with the client.
- Negotiated with wholesale suppliers to achieve significant savings for the client.
- Assisted in winning major new clients such as Carton House and Clayton Hotel.
- Presented potential savings to clients and onboarded them to new supplier systems.
- Monthly reporting and price analysis.
- Time management skills in adhering to scheduled appointments across different counties.
- Organisational skills in balancing bookings from 4 different Business Development Managers in 4 separate market regions.

**Circulate, Camden Row – Account Manager****Dec 2017 – July 2018**

- Brought on to full contract following a 3-month unpaid internship.
- Managed all social profiles for international music stars such as Jonas Blue and Faithless.
- High organisational requirement as weekly schedule dictated by client's location and touring dates.
- Organised and oversaw multi-channel marketing campaigns.
- Monthly reporting and presenting directly to the client.
- Copywriting for socials, advertising, and magazines.
- Creative content and site design.

**Achievements and Interests**

- I am a freelance graphic designer and artist. I have designed content for companies such as Strong Roots and Virgin Media. I have also sold my art online for the last 8 years.
- Glo-Bus Industry Champion 2015 (UCD). As part of my second year in Business & Law, I participated in a global competition that involved teams competing against one another for market position in an industry setting simulation. As a result of achieving first place, I was awarded a certificate from the Glo-Bus organisation, and an invitation to compete in the European Summer Competition.
- I am currently playing rugby with Bective R.F.C. based in Donnybrook. I have played rugby all through school with Blackrock College and into my adult life. This has taught me how to balance commitments, work within teams, and communicate with different personality types. I have also been appointed the role of captain at various times throughout my playing time, which has helped me to develop core leadership skills.
- Volunteer community work with St. Brigid's National School Community Garden, Stillorgan. This volunteer-driven project focuses on promoting organic food sources and community integration. Through my work in St. Brigid's Community Garden, I help maintain facilities and assist participants in all their needs. This is a diverse programme that provides an opportunity for both the local elderly, the school children, and new neighbourhood arrivals. We have welcomed immigrants from Eastern Europe, Asia and Africa into the community, giving each their own plot from which to grow from.

